



Report to the Auburn City Council

Action Item

Agenda Item No. **8**

[Signature]
City Manager's Approval

To: Mayor and City Council Members
From: Mike Holmes, Council Member
Date: February 25, 2013
Subject: Transfer of Documents and Records to the Placer County Archives

ISSUE: Shall the City Council approve the transfer of historic city documents and records to the Placer County Archives?

RECOMMENDATION: By motion approve the transfer of historic city documents and records to the Placer County Archives for safekeeping.

BACKGROUND: Attachment (A) contains a list of historic city documents, records, and artifacts dating as early as 1888 with the second incorporation of the City of Auburn. Most of these records are stored, in a disorganized fashion, in a closet in the Administrative Services Department and not readily available to researchers. Other items are stored in the city historian's office in the historic classroom. The Placer County Archives has recently moved to a new climate controlled facility at the DeWitt Center. The facility offers steady heat and humidity controls which reduce the causes of document deterioration. Our current storage area does not offer the same protection. The archives are staffed several days per week and researchers must abide with rules and procedures. The City Attorney has reviewed this list of proposed items and said they may be transferred to the County without violating the City's policy or state law. The City Historian and I both recommend the transfer to the Placer County Archives. The Museums Department and archives have already been advised of this potential transfer.

FINANCIAL IMPACT: Nil

DELINQUENT TAX ROLLS		1899-1900	VERY FEW NAMES
JAIL REGISTER		JAN. 1940- APRIL 1953	NAMES, OFFICER, CHARGES
LICENSES		1944-1956	NAMES OF INDIVIDUALS AND BUSINESSES
LICENSES		1956	NAMES OF INDIVIDUALS & BUSINESSES
LOOSE PAGES			INDEX ONLY OF RESOLUTIONS
RECORDS OF BOARD OF TRUSTEES	#3	MAY 1912-SEPT. 1923	
RECORDS OF THE BOARD OF TRUSTEES	#4	OCT. 1923 - APRIL 1940	
RECORDS OF THE CITY COUNCIL	#5	APRIL 1940-JULY 1950	
RECORDS OF THE CITY COUNCIL	#6	AUG. 1950 - SEPT. 1964	
BOARD OF HEALTH LEDGER		1895	
IMPOUND BOOK		1895	ANIMAL IMPOUNDS
PRESCRIPTION BOOK		1930'S	FROM A LOCAL DRUGGIST - POSSIBLY SNOWDEN
TIN BOX		UNSURE	NAME ON BOX - E. C. SNOWDEN
PHOTO - FRAMED			MAN PLOWING WITH HORSES - NO ID
PHOTO - FRAMED		PRE - 1879	ON BACK "JOHN GAINES 1816 - 1879"
SHOT GLASS			NOTE ON IT SAYS "FROM FREEMAN HOTEL"
PROGRAM - HOOK & LADDER # 1 CENTENNIAL 1952		1952	
GRADUATION PROGRAM - AUBURN JOINT UNION ELEMENTARY SCHOOL		1950	
FOLDER - CITY OF AUBURN BUDGET		1953-1954	